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## Job details

Job 1 of 1

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**Position/Program Information** Participates in planning, implementing, administering, and evaluating mental health and public health programs. Positions allocable to the Department of Mental Health typically report to and receive supervision from a clinical program manager or a Health Program Analyst III, and perform assignments in connection with multiple key functional areas of programs administered for a small-to medium-sized clinic or a centrally administered Countywide program of comparable level, scope, and complexity.

**Essential Job Functions** Participates in the development, implementation, and evaluation of health-focused programs.

Assists with the development, implementation, monitoring and evaluation of program policies, goals, and objectives.

Assists with the development and preparation of grants and ensures compliance with grant requirements.

Assists with the coordination, planning and development of budgets for programs; assists with the monitoring of established budgets.

Evaluates contract activities related to compliance, service delivery, operations, and budgets for quality assurance.

Gathers and analyzes information pertaining to the project or program including overall evaluation and prepares a variety of reports and correspondence related to the program.

Assists in formulating and presenting recommendations to management for program modifications or corrective action based on program evaluations.

Coordinates and participates in focus groups with clients regarding quality of care issues.

Assists in the development and implementation of community

	<p>action plans, and aides in the policy passage and implementation process.</p> <p>Represents or advocates for the needs and rights of clients at hearings or meetings with service providers as needed.</p>
<b>Requirements</b>	<p><b><u>Selection Requirements:</u></b></p> <p>A *Bachelor's Degree from an **accredited college or university in Social Work, Counseling, Health Care Administration/Management, Public Administration, Behavioral Sciences, Social Sciences, Leadership/Organizational Development, or in a closely related field <b>-AND-</b> two (2) years of experience in the ***analysis of mental health programs.</p> <p>A Master's Degree from an **accredited college or university in one of the above disciplines may be substituted for one year of the required experience.</p>
<b>Physical Class</b>	<p><b>Physical Class II – Light:</b> Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.</p>
<b>License(s) Required</b>	<p>A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.</p>
<b>Special Requirement Information</b>	<p><b><u>*Transcripts:</u></b> In order to receive credit for any college course work, or any type of college degree, such as a Bachelor, or Masters degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application <b>by the last day of filing.</b></p> <p><b>**Accredited institutions</b> are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or <u>the Association of International Credential Evaluators, Inc. (AICE).</u></p> <p><b>***Analysis of programs</b> is defined as the study and investigation of issues and problems of program development, implementation, administration, and evaluation; and the generation of applicable solutions and recommendations.</p>
<b>Examination Content</b>	<p>This examination will consist of an evaluation of experience based upon application information weighted 100%. Candidates must achieve a passing score of 70% or higher in order to be placed on the eligible list.</p>
<b>Special Information</b>	<p>Past and present mental health clients and family members who meet the selection requirements are encouraged to apply.</p>
<b>Vacancy Information</b>	<p>The resulting Eligible List for this examination will be used to fill vacancies in the Department of Mental Health.</p>
<b>Eligibility Information</b>	<p>The names of candidates receiving a passing grade on the examination will be added to the eligible list and will appear in the order of their score group for a period of twelve (12) months following the date of eligibility.</p>

**Available Shift** Day

**Application and Filing Information**

All applicants are required to submit a Standard County of Los Angeles Employment Application online only. Resumes cannot be accepted in lieu of applications, although resumes may be uploaded as attachments to the applications. **You MUST complete the filing process ONLINE (via electronic submission) ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.**

**Instructions for Filing:** A standard County of Los Angeles Employment Application for this examination must be completed online and submitted electronically. Applications electronically received after 5:00 pm, PST on the last day of filing will not be accepted.

APPLICANTS MUST COMPLETE AND SUBMIT THEIR JOB APPLICATIONS AND UPLOAD REQUIRED OR ADDITIONAL DOCUMENTS (e.g., diploma/official transcripts) AS ATTACHMENT(S) BY THE LAST DAY OF FILING. Note: If you are unable to attach required documents, you may fax them to (213) 637-5892 within five (5) days of filing. Please include exam number and exam title.

To apply online, click on the link above or below this bulletin that reads, Apply to Job.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Your online application must show complete education and experience information. Education must include name and location of school, major or area of study, title of degree attained, dates attended, and year of graduation. Work experience should include employer name and address, job title, month, day and year, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete and detailed description of your job duties. Resumes and online applications must show actual payroll titles held and not the working and/or functional titles. Applications may be rejected at any stage during the selection process. All information supplied by applicants is subject to verification.

**SOCIAL SECURITY NUMBER:** All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:** For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

**NO SHARING OF USER ID AND PASSWORD:** All applicants must file their application on-line using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**County of Los Angeles**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions,**

**Information** **Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

**[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)**

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

<b>Department Contact Name</b>	Celia Yeung
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<b>Teletype Phone</b>	800-735-2922
<b>California Relay Services Phone</b>	800-735-2922
<b>Job Field</b>	Administration
<b>Job Type</b>	Professional

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